



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 28<sup>th</sup> July 2021  
at the Church Halls, St Andrew's Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Hazel Fox,  
Cllr Karen Gunn and Cllr Joy Kofoed.  
Also present: Ward Cllr Trevor Foster, one resident  
and Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

A resident addressed the meeting regarding the ongoing concerns about the Larkfleet housing development off Station Road. This was to seek advice and support from the Town Council following on from the recent online meeting with the local residents and developer. The local residents wish to lodge a formal complaint with North Lincolnshire Council (NLC) on their handling of the planning application. A number of queries made by the residents were left unanswered from NLC and this was another way in which the residents again felt let down. The Town Council was asked if it felt it was worth the residents putting in a complaint and if the Council would be willing to do this on their behalf. Members of the Council responded unanimously in support of the residents and in submitting a complaint about the handling of planning process to NLC.

**MINUTES**

- 2107/01 Apologies for Absence  
a. Apologies were received from Cllr Cooper, Cllr Garritt and Cllr Lawrence.  
b. The Council received the resignation of Cllr Jack Startin and remarked on his 17 years of dedicated service to Kirton in Lindsey Town Council and the vacant roles within the Council due to his departure.  
**RESOLUTION: That a letter of thanks is sent to Cllr Startin.** **ACTION: Town Clerk**  
**RESOLUTION: That Cllr Frankish becomes a reserve representative for ERNNLCA.**  
**RESOLUTION: That Cllr Garritt is asked to consider becoming a banking signatory.** **ACTION: Town Clerk**  
**RESOLUTION: That Cllr Lawrence is linked in with Cllr Startin for allotment works handover.** **ACTION: Town Clerk**
- 2107/02 Declaration of Interests / Dispensations  
a. No declarations of interest were made.  
b. Dispensations were granted to Cllr Frankish to enable her to take part in discussions relating to In Bloom and Neighbourhood Plan without having to declare an interest as a member of the In Bloom and Neighbourhood Plan groups. This decision was made as without the dispensations the number of persons prohibited from participating in any particular business could be so great a proportion of the body transacting the business as to impede the transaction of the business. These dispensations shall expire on the date of Town Council elections in May, 2023.
- 2107/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 23/06/2021.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Personnel & Disciplinary Committee held 6<sup>th</sup> July 2021.  
c. The Council received the draft minutes of the Promoting Kirton Committee held 12<sup>th</sup> July 2021.  
d. The Council received the draft minutes of the General Purposes Committee held 12<sup>th</sup> July 2021.  
e. The Council received an update from the Clerk regarding tasks and actions, noting three outstanding actions from the twenty-seven actions raised at the previous meeting, two of which were on the agenda to be further addressed and resolved.
- 2107/04 Report from Ward / North Lincolnshire Councillors  
Ward Cllr Trevor Foster addressed the Council and noted that NLC were continuing to push Larkfleet to confirm to them the outflow capacity of their drainage solution. This was due to Severn Trent previously noting that their infrastructure was at capacity. Cllr Foster noted that the Vincent Hall discussions with the MOD were ongoing and frustratingly seem to have slowed down compared to the initial response time. NLC continue Covid-secure working with most officers continuing to work from home where possible. Cllr Foster answered questions from the Town Council about internet connectivity, noting that the KCOM installations are totally independent from the BT copper infrastructure. Cllr Kofoed made Cllr Foster aware that a valuations officer had been seen to be attending the Vincent Hall. Cllr Foster advised that the current Chief Executive at NLC, Denise Hyde retires at the end of this month and Peter Thorpe, formally the Director of Learning, Skills & Culture has been appointed to the post. In terms of the boundary review, changes to Ridge Ward were agreed as the current area has a higher population per Ward Cllr than that recommended and so Scawby and Scawby Brook will be moved from Ridge to Broughton Ward. Cllr Foster presented the 2019 Community Grant Funding certificate from NLC to Kirton in Lindsey Town Council.

Signed:

Dated:

- 2107/05 Mayor & Delegates reports –  
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council.
- Chair's Report/Civic Events – Cllr Pat Frankish
  - **Kirton in Lindsey Community Sports Centre Meetings.** Cllr Frankish noted the update was as received by Ward Cllr Foster and was pleased to hear the update regarding the valuation which Cllr Kofoed provided, indicating a further move forward.
  - **NLC & Town and Parish Council Charter Working Group, online, 21<sup>st</sup> July.** Cllr Frankish noted attending this meeting to discuss the ongoing review of the Charter outlining the ways NLC works with Town and Parish Councils and suggested that further updates would come through the NLC Town & Parish Liaison meetings.
  - Councillor and Proper Officer Reports
  - **ERNLLCA District Committee Meeting 13<sup>th</sup> July** – Cllr Fox reported to the Council that the meeting had proved interesting and included some detailed discussion about churches and the restrictions in place on Town and Parish Council to provided funding for churches. The funding of repairs to the clock were discussed and agreed that the clock is officially the town clock for the benefit of all residents and is not linked with acts of worship, allowing the Town Council to cover the repairs and servicing.
  - **KCOM Sponsorship Manager 16<sup>th</sup> July** – The Clerk discussed the conversation with James Fairbank and his outlining of the requests to the Town Council to source Community Champion(s) within the town for promoting the work of KCOM and for ideas for funding which residents would benefit from and support KCOM putting investment into. Cllr Frankish recommended that the Community Renewal project canvass residents on community projects which they would support funding for.  
**RESOLUTION: That terms of reference for the Community Renewal project would be drawn up and brought to the next Full Council Meeting in September.** **ACTION: Cllr Frankish**
  - **Larkfleet Residents Meeting 20<sup>th</sup> July** – The Council noted that the updates received at the meeting already covered much of the information coming out of the online meeting and noted that discussion of the matter and next steps would be decided at 2107/7 (d).
- 2107/06 Finance
- i. Income and Expenditure
    - a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.
    - b. The Council approved accounts for payment. **ACTION: Town Clerk**
  - ii. Internal Control
    - a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.
    - b. The Council received the 1<sup>st</sup> Quarter Budget Monitoring Report. The Clerk recommended that the Cemetery budget is considered for revision at the 2<sup>nd</sup> Quarter reporting period.
    - c. The Council received the 1<sup>st</sup> Quarter Checks for KLASSIC Park.
    - d. The Council confirmed approval of a debit card for the Town Council bank account in the name of the Town Clerk /RFO to meet the requirements of Financial Regulation 6.20, and in line with Financial Regulation 6.18. The relevant forms were completed and signed.
- 2107/07 Planning
- a. The Council considered the following planning applications:
    - i. Number: PA/2021/1156  
Proposal: Notice of intention to crown reduce a sycamore, situated within Kirton in Lindsey's Conservation Area.  
Address: Burton Hall, Queen Street, Kirton in Lindsey, DN21 4NS  
**RESOLUTION: That the Clerk submits 'No Comment' in response to this planning application.**  
**ACTION: Town Clerk**
    - ii. Number: PA/2021/1230  
Proposal: Planning permission to convert an existing garage to a residential dwelling including roof lift, infill extensions; highways access; boundary treatments and landscaping.  
Address: Land adjacent to 35 South Cliff Road, Kirton in Lindsey, DN21 4NR  
**RESOLUTION: That the Clerk submits 'No Comment' in response to this planning application.**  
**ACTION: Town Clerk**
    - iii. Number: PA/2021/1237  
Proposal: Planning permission to erect a single-storey rear extension and a boundary wall.  
Address: 9 Millstone Close, Kirton in Lindsey, DN21 4FH  
**RESOLUTION: That the Clerk submits an observation in response to this planning application that due cognisance should be given with how the boundary wall will fit in with the rest of the estate in terms of height.**  
**ACTION: Town Clerk**

b. The Council received notification of the following planning application (for information only):  
Number PA/2021/1183

Proposal: Planning permission to develop a 47no. space car park including EV charging points, gated access and habitat enhancement measures at land off South Cliff Road, Kirton in Lindsey.

c. The Council received the following decision notifications from North Lincolnshire Council:

- i. PA/2020/1362 - FULL PLANNING PERMISSION – to convert existing outbuilding to form annex associated with number 4 George Street as well as works to the roof of the main dwelling at 4 George Street, Kirton in Lindsey, DN21 4NA.
- ii. PA/2021/492 – OUTLINE PLANNING PERMISSION – to erect a dwelling with all matters reserved for subsequent consideration on land to the rear of Stoney Ridge, 6 Dunstan Hill, Kirton in Lindsey, DN21 4DU.
- iii. PA/2020/1967 – FULL PLANNING PERMISSION – to site a temporary dwelling in connection with an equestrian business on land off Ings Road, Kirton in Lindsey, DN21 4BX.
- iv. PA/2021/255 – FULL PLANNING PERMISSION – to erect a detached dormer bungalow with single-storey side extensions and attached covered open bay garage on land adjoining and to the rear of 12 Mill Lane, Kirton in Lindsey, DN21 4DY.
- v. PA/2021/851 – PRIOR APPROVAL NOT REQUIRED – for a proposed 20m phase 8 monopole c/w wraparound cabinet at base and associated ancillary works at SW at Redbourne Mere, Kirton in Lindsey, DN21 4NW.
- vi. PA/2020/826 – NO TREE PRESERVATION ORDER MADE – for intention to fell a tree within Kirton in Lindsey's Conservation Area at 2 Wickentree House, Queen Street, Kirton in Lindsey, DN21 4NS
- vii. PA/2021/248 – FULL PLANNING PERMISSION – to erect a pair of semi-detached dwellings on land between 12 and 14 Mill Lane, Kirton in Lindsey
- viii. PA/2021/841 – FULL PLANNING PERMISSION – to erect a single-storey extension to form bedroom accommodation and facilities including access for a disabled person at 2 Duck Lane, Kirton in Lindsey, DN21 4LX.

d. The Council noted communications regarding the Larkfleet Homes development on Station Road and agreed any actions required. The Council discussed the information received and discussed within the meeting.  
**RESOLUTION: That a formal complaint is made to North Lincolnshire Council on the process behind the approval for the planning application in 2017. This is to include reference to the objection made in response to the original planning application by Kirton in Lindsey Town Council including regarding flood risk. Questions are to be asked around how the application was dealt with and evaluated, how the assessment of risk was carried out and against what scale the loss of amenity for the existing residents was assessed with the information provided by the developers regarding the proposed height of the development. The Town Council questions the methodology of the planning officer's decision process and their consideration of the cumulative impact on the residents and the local area. It should also be noted that in NLC's dealing with the conditions related to drainage and the initial failure of the measures put into place following approval by NLC, this has resulted in reduced confidence in the development and the planning process.**  
**ACTION: Town Clerk**

e. The Council received notification that PA/2021/636 – Planning permission for change of use of shop to ancillary domestic accommodation (including basement from mixed domestic and commercial storage to ancillary domestic storage) at 24 High Street, Kirton in Lindsey, DN21 4LX was to be considered by NLC Planning Committee 28<sup>th</sup> July 2021.

f. The Council received an update on the proposed by Planning Moratorium by North Lincolnshire Council. The Clerk noted the NLC Development Management Lead update that the Lead Local Flood Authority is currently engaged in discussions with both Severn Trent and Anglian Water. Once this engagement is finalised then discussion can take place on the next steps. Cllr Frankish noted that this could be a future NLC Town and Parish Liaison meeting topic as it affects more locations than just Kirton in Lindsey.

g. The Council received communications regarding planning application PA/2020/588 at land off Ings Road. The Clerk noted the response from the NLC Natural Environment Policy Specialist that there was no case to answer regarding the protection of the hedgerows at the proposed development site.

2107/08

Kirton Regeneration Group

The Council received updates and agreed next steps from Regeneration Group meeting actions. Cllr Frankish noted that no meeting of the group had taken place since the last Town Council meeting. The Town Councils' Car Park planning application was currently live, the Community Sports Centre Asset of Community Value (ACV) expiry was noted but the original ACV was confirmed as safe as a bid was currently in place on the building and paper copies of the Residents Survey were beginning to be delivered to homes.

Connectivity, Infrastructure and Town Centre improvements. The Council received information from the Clerk from the NLC Highways Operations Manager (Assets and Infrastructure) regarding NLC's work to mitigate flood risk within Kirton in Lindsey and updates regarding Pubwatch and ShopWatch schemes following the NLC Town & Parish Council Liaison meeting updates provided at the last meeting. A resident query raised at the March Full Council Meeting was further raised for information with specific questions put to the Town Council regarding the appointment of a Town Centre Manager, the siting of a decorative map somewhere in the middle of the town and the appointment of a fast internet champion.

**RESOLUTION: The Council noted the Community Renewal project work funded by NLC could look at engaging with business owners and investigating sources of funding to revitalise the town centre, that conversations were already ongoing with the NLC and the Kirton in Lindsey Society regarding the refreshing of the map in the Market Place and that this work can also be brought forward by the Community Renewal project work. In terms of a fast internet champion, this is linked to the ongoing work of KCOM and the Digital Place Transformation Programme at NLC. The resident can receive the most up to date information through KCOM and NLC, however the Town Council is not able to put a fast internet champion in place.** ACTION: Town Clerk

2107/09

Policies and Procedures

a. The Council reviewed Policy 09: Grievance Policy last approved October 2020.

**RESOLUTION: That this Policy requires no amendments.**

ACTION: Town Clerk

b. The Council reviewed Policy 26: Complaints Policy last approved October 2020.

**RESOLUTION: That this Policy requires no amendments.**

ACTION: Town Clerk

c. The Council considered the requirements of the Local Council Award Scheme – Quality Status and agreed any actions required. The Council noted the requirements for elected members and the formalisation of community engagement policies, the revision of the action plan and annual reporting to residents.

**RESOLUTION: That work on the application for Quality Status is moved forward.**

ACTION: Town Clerk

d. The Council noted the completion of the probationary period by the Assistant Clerk and agreed any actions required. The Council noted gratitude for the work carried out and that it was pleasing to reach the end of the probationary period. The Council asked that the Assistant Clerk to be invited to attend the start of the next Full Council Meeting in September.

**RESOLUTION: That the Assistant Clerk is invited to attend the start of the September Full Council Meeting.**

ACTION: Town Clerk

e. The Council discussed provision for decision making until the next meetings, scheduled to be the Committee meetings on 13<sup>th</sup> September 2021.

**RESOLUTION: That devolved powers are approved for minor planning matters and that all other planning matters or urgent business should be dealt with by the calling of an Extraordinary Meeting.**

ACTION: Town Clerk

2107/10

Open Spaces

a. Cllr Fox reported that the monthly play inspection had not been able to be conducted due to the annual visit of the fair and the torrential rain, however it was planned to be completed tomorrow and circulated. Costings for repairs previously identified were in progress following a meeting on site with a contractor.

b. The Council noted confirmation of the RoSPA annual play area inspection for August.

c. The Council received updates regarding the dog fouling campaign. Cllr Fox noted that enforcement action was ongoing at KLASSIC Park due to issues with both dog fouling and litter and the Clerk reported on a free mobile app called Pooper Snooper for engaging the community and logging of incidents to create a 'heat map' across the town.

**RESOLUTION: That information about the free Pooper Snooper app is shared online for residents if they wish to become involved.** ACTION: Town Clerk

d. The Council received updates regarding grounds maintenance works and open spaces. The Clerk noted missing weekly reports from the grounds maintenance contractors, but that this issue is now getting resolved. Cllr Frankish noted thanks to all the contractors for their efforts around the town, which was observed when the judges for East Midlands In Bloom toured around the town.

2107/11

Grove Street Cemetery

The Council discussed matters regarding Grove Street Cemetery including the memorial safety inspections works. The Clerk noted the completion of the memorial safety works and that the final reporting was still awaited.

Residents who have contacted the Town Council have all been advised with information of the works undertaken and the pending report, with details to be provided to them about individual memorial stones on receipt of the final report. It was noted that the Town Council will need to decide what to do regarding memorials which have failed safety inspections following receipt of the report. The Council discussed the works carried out and the balance between public safety, insurance liability and the sensitivity required.

- 2107/12 Allotments  
The Council received an update on progress at the allotment site from the Clerk. The Community Grant funding from NLC was confirmed for 90% of the quoted costs for the contaminated land survey which can now proceed. Information from Cllr Startin will be requested to be passed to Cllr Lawrence with a view to the calling of an Allotments Working Group meeting.  
**ACTION: That communications between Cllr Lawrence and Cllr Startin are started.** **ACTION: Town Clerk**
- 2107/13 Town Clerk's Report / Correspondence for Information and Discussion  
The Council received the Town Clerk's report including correspondence for information and discussion.
- Correspondence for Information  
a. The Clerk noted correspondence received after the Agenda was published; ERNLLCA Diversity Training confirmation of date; Assets of Community Value application for the Officers Mess building confirmed as unsuccessful by NLC; Suggestions on future planning regarding memorial stones at the Cemetery; requests for formal complaints to NLC regarding Larkfleet planning approval; Town Centre and connectivity queries; information regarding non-material amendment applications for the Windmill Plantation estate - PA/2021/1007 and PA/2021/1221 and PA/2021/1222. These applications do not allow for public consultation.
- Correspondence for Discussion  
b. Residents reporting of Gainsborough Road concerns. Cllr Kofoed declared an interest. The Council discussed the matters raised and noted NLC's responsibilities in responding the residents concerns.  
c. Town Clerk - annual leave notification, procedure requirements and reporting requirements for the Council to include Council meetings and Friday Digest reporting.  
**RESOLUTION: That access is left with the Mayor or Deputy Mayor for emergencies while the Clerk is on leave.** **ACTION: Town Clerk**  
**RESOLUTION: That the Clerk is no longer required to send workload reports ('Friday Digest') to the Council on a weekly basis and reporting for Council meetings is required to more concise and condensed.** **ACTION: Town Clerk**  
d. SLCC Training – Appraisal Techniques (15<sup>th</sup> Sept) £30  
**RESOLUTION: That approval is given for the Clerk to attend this training.** **ACTION: Town Clerk**  
e. ERNLLCA training – Diversity - request for interest  
Interest from Cllr Gunn in this course is registered, noting the preference for face-to-face training rather than over Zoom. Cllr Fox raised a query on the planned 'Being A Good Councillor' training with both Cllr Fox and Cllr Gunn wishing for interest to be expressed for attending.  
**RESOLUTION: That this information is provided to ERNLLCA.** **ACTION: Town Clerk**  
f. ERNLLCA – Annual Meeting – motion for consideration from Cllr Frankish  
**RESOLUTION: That the proposed motion developed between Cllr Frankish and Cllr Startin reading "ERNLLCA calls upon NALC to lobby the Government to strengthen/amend planning law & policy, in order to ensure that developers have to produce, in conjunction with all the relevant bodies (signed off by each of them), an agreed, robust, demonstrable plan for the management & prevention of surface water flooding so as to not exacerbate any current, or future, local issues and also those in areas upstream, and further downstream all the way to a main river (one that outflows into an estuary), of any commercial or domestic development, and that a body (to be determined) is made responsible (action-wise) & accountable (financially) should the plan fail to prevent surface water flooding in the future" is approved for submission to the ERNLLCA AGM in September.** **ACTION: Town Clerk**  
g. HWRCC – North Lincolnshire Community Network Summer Roadshows  
**RESOLUTION: That places for Cllr Frankish and the Assistant Clerk are booked for the Brigg event.** **ACTION: Town Clerk**  
h. VANL – Documents from EGM / membership renewal decision  
**RESOLUTION: That the Council continues to support VANL and the membership fee of £20 is paid.** **ACTION: Town Clerk**  
i. LIVES – Request from previous Civic Award recipient for promotion of the work of the organisation.  
**RESOLUTION: That this is picked up by the Community Renewal Project and a resident is asked to write a piece for the next edition of Kirton First.** **ACTION: Town Clerk**  
j. NLC – Fuelled Summer Programme activities request. The Clerk noted confirmation of the event taking place on the Green on 3<sup>rd</sup> August, and the continued promotion around this as benefit for the town.  
k. Victim Support – request for donation  
**RESOLUTION: That no donation is made at this time.**  
l. The Forge Project – invitation to attend AGM on Wed 8<sup>th</sup> September 2021 at 5:30pm  
**RESOLUTION: That no members are available to attend this meeting.** **ACTION: Town Clerk**
- 2107/14 Agenda for next and future meetings  
No items requested.
- 2107/15 Date of next Meeting and Agenda Deadline  
The Council confirmed the date and time of the next monthly Town Council Meeting to be, subject to any changes in circumstances including changes to legislation and public health restrictions, Wednesday 22<sup>nd</sup> September 2021 at

7pm (venue to be confirmed). Agenda items to be submitted prior to Monday 13<sup>th</sup> September.

The meeting closed at 9:40pm

<u>Present:</u>	Cllr Pat Frankish
	Cllr Billy Boyd
	Cllr Hazel Fox
	Cllr Karen Gunn
	Cllr Joy Kofoed

Signed:

Dated: